

Meeting Minutes

Present: Chair: Paul Weaver. Councillors: Derek Burrows, Bryony Johnson, Mark Hiles, George Stephenson. Clerk: Sarah Burrows

Apologies: Councillors: Gareth Epps, Chris O'Malley.

Code of Conduct: Cllr Weaver reminded Councillors of the code of conduct requirements under the Localism Act of 2011

Consideration of Dispensations: None

67) Public Forum: none

68) Approved Meeting Minutes: Council approved the minutes of the PC Meeting held on the 8th January 2026

69) NORA Update Thank you to Richard Allen for taking the time to give an update to the Parish Council. NORA (North Oxfordshire Residents Action) is a diverse team of conscientious residents from North Oxfordshire who are concerned about the pace and nature of development in our local area. Their mission is to ensure local residents know about and participate in decisions about planned development where they live and work and to engage in meaningful dialogue about meeting local need. Upper Heyford Parish Council are one of the 23 local Parish Councils who have joined NORA and we have committed to support NORA by:

- Circulating the NORA petition to the parish
- Distributing leaflets to the parish for awareness
- Continue to update the parish about ongoing actions that NORA are making

70) Finance:

- a) No purchase invoices to be approved by the Council
- a) Financial transactions report reviewed by the Council
- b) The spend against budget was reviewed and monitored by the Council
- c) The Bank Reconciliation for the last period was reviewed by the Council

- d) It was agreed by the council that the Unity Trust current account be closed as it is now using the HSBC current account for daily activities.
- e) A review of sourcing a higher interest earning deposit account has found that the majority of them will not accept public sector organisations. The Clerk has discovered CCLA, the public sector deposit fund and will send details to the Chair for further investigation.

71) Planning: Reviewed the planning application report

72) Clerks Report:

- a) The Council agreed to a Parish Council FB account being created in order to communicate PC activities
- b) A link will be added to the PC website to the village events page
- c) The Council has approved a £50 donation to Marie Thornton to support the Easter Tea and egg hunt that she is organising for the community. However the council feel that this event should be financially supported from the Community Fund and have requested an Extraordinary Meeting to be called with the Amenities Committee to discuss processes in the future such as creating a funding request for events and process.
- d) The Council has approved the outline plan for the 'May Day Fun Day' to be held on the 3rd May
- e) The Council has approved the purchase of a new noticeboard to replace the deteriorated one outside Shop House. This is the only 'official' Parish Council Noticeboard in the village and should be labelled as the Upper Heyford Parish Council.
- f) The Council reviewed the proposal from Graham Wilson for the electrical work that is required for the Village Hall and will obtain at least 2 additional quotes
- g) The Council has approved the purchase of 3 stone trough, self-watering planters to be placed outside The Barley Mow pub on the corner of Mill Lane and Somerton Road in order to prevent vehicles parking there and obscuring the view when coming in or out of Mill Lane. The Clerk will contact OCC to check on any restriction/guidelines of placing the planters in this location.

- h) The Clerk has informed the council that the initial internal audit work for AGAR has been completed and that we are on track for the year end.
- i) The application to make The Barley Mow a community asset was completed and submitted, receipt was acknowledged on the 19th January 2026.

73) Biodiversity:

- a) A successful weekend of hedgerow planting was noted by the Parish Council

74) Deferred:

- a) 'No dogs allowed' signs have been approved by the Parish Council and these will be placed at the entrances of the cemetery and the churchyard. In addition, the clerk will undertake a survey of existing 'dogs on lead' signs in the village and replace/renew where necessary.
- b) The Council reviewed and approved the Effectiveness of Internal Controls document.
- c) The Council reviewed and approved the Financial Regulations document
- d) The Council approved the £200 cost for Keith Probbitts to rotavate and re-seed the new area of the cemetery
- e) The Parish Council has approved the purchase of a toilet roll dispenser, a blue roll dispenser and a washing up liquid dispenser for the Reading Room at a total cost of £59.03 plus VAT. The clerk is to share this information with the Village Hall team to see whether they would like to purchase similar items.
- f) It was noted that the rope on the flagpole at The Village Hall has snapped, the Council has approved the purchase of a replacement along with any fixings that are required.

75) S106 Update: Following the parish meeting and consultation on the 28th January, the Parish Council have submitted their traffic calming proposal to OCC.

- Step down speed limits from 30mph to 20mph on all entrances to the village
- Narrowing of the roadway on all 3 entrances to the village
- Add humps by the narrowing - to be away from existing homes

- Acquire 2 additional SID's for rotation on Camp Road, the Lower Heyford entrance to the village, the Somerton entrance to the village and to be used on Mill Lane, High Street and Orchard Lane
- Ensure that the existing infrastructure is in place - missing 20mph sign on Camp Road (reported to Fix My Street), wearing out of the road markings
- Install village gates on all 3 entrances to the village
- Improve access to the Village Hall/playing field/children's playground from the main village across Somerton Road - at the moment there is no direct pathway. We'd like to discuss options with OCC.
- Review with OCC the installation of double yellow lines where they have already been agreed with Highways (junctions of Somerton Road/Mill Lane & Somerton Road/High Street) and discuss adding double yellow line on the junction of Somerton Road/Orchard Lane.

76) Upper Heyford Community Led Plan The Clerk has completed the initial plan and is submitting it to Community First Oxfordshire for review and funding request. The launch event is scheduled for the 22nd April 2026

77) Review Outstanding Action Items

Dates of Next Meeting: 5th March, 9th April, 14th May (AGM), 11th June, 9th July, 10th September, 8th October, 12th November

All held in the Upper Heyford Reading Room at 7.15pm

Action Items

Action items	Owner(s)	Deadline	Status
Nipperkin Cottage	Sarah Burrows	Ongoing	Contact a solicitor to obtain a statutory declaration to enable the PC to register the site with the Land Registry. Finding a solicitor willing to take on the work has been challenging, we have a new contact to follow up with. Sarah to send Bryony the legal contact she has been discussing this with for follow up, a letter to

Upper Heyford Parish Council

🏠 **Location:** UH Reading Room
📅 **Date:** 12th February 2026
🕒 **Time:** 7:15pm – 9.45pm

Nipperkin Cottage is to be sent to confirm that this is still a work in progress and that the PC still believe the land belongs to them.

Reading Room	Bryony Johnson	ASAP	Damage to the roof, missing tiles. Bryony to manage the contractor for repairs. Bryony to continue to chase the contractor for an update
Replace Oak Tree Commemorating the Jubilee	Sarah Burrows	Spring 2026	Nick Garner has confirmed support with this, tree to be purchased and planted in the Spring
SSEN	Chris O'Malley	Ongoing	Follow up with SSEN on status of repair work and drive to completion. The contact at SSEN has become unresponsive. Chris Coe has requested that Cllr Weaver write to SSEN. Cllrs Weaver and O'Malley will follow up. This is moving forward slowly
Vermin on the Playing Fields	Derek Burrows, Mark Hiles & George Stephenson	ASAP	Progress is being made, a status review and update will be provided at the next meeting.
Road Fault Monitoring	Sarah Burrows	Ongoing	Ask the community for a volunteer.
Dog Bins	Sarah Burrows	5 Mar 2026	Find out the frequency of emptying and increase. Research an alternative supplier to reduce costs.
Playground Bin	Sarah Burrows	5 Mar 2026	Research the cost of increasing the size of the rubbish bin by the playground on the Somerton Road

Signed

Paul Weaver, Chair

Sarah Burrows, Parish Clerk